

PAST PERFORMANCE QUESTIONNAIRE INSTRUCTIONS
(Updated September, 2010)

Sections I through III provide for contract-related descriptive information and identification of the evaluator.

Section IV lists the major work elements within our Statement of Work (SOW). Please provide your assessment of the "relevant experience" and "performance" associated with our SOW evidenced within the contract for which you are a reference. Your assessment of the relevancy should reflect the fact that the principal purpose of our contract is to acquire engineering services for the Goddard Space Flight Center (GSFC) for ground systems and mission operations support in all phases of a mission life cycle, including concept studies, design, development, integration, test, verification, operations, and sustainment of mission operations systems and subsystems, and operations processes and procedures.

"Significant Experience" means that a full range of services was routinely performed by the contractor under the associated SOW element. **"Moderate Experience"** describes a contractor who has experience in several aspects of a work element even though the experience may not have been on a continuous basis or directly related to the purpose of our contract. **"Minimal Experience/Did not Perform"** means that, although at least some aspects of the work may have been performed, such performance was limited in scope or frequency, or the work element was not performed under the contract.

Section V evaluates the contractor's technical, schedule, and cost performance and management. (Additional pages may be used for comments if desired). It is very important to keep in mind that only performance in the **past 5 years** is relevant. If you cannot answer any questions, please circle "N/R" for Not Rated.

The following definitions are offered for your use in assigning a performance rating for each of the factors in Sections IV and V:

Very High (VH)	The Offeror's relevant past performance is of exceptional merit ; indicating exemplary performance in a timely, efficient, and economical manner; very minor (if any) problems with no adverse effect on overall performance.
High (H)	The Offeror's relevant past performance demonstrates very effective performance that would be fully responsive to contract requirements with contract requirements accomplished in a timely, efficient, and economical manner for the most part with only minor problems with little identifiable effect on overall performance.
Moderate (M)	The Offeror's relevant past performance demonstrates effective performance; fully responsive to contract requirements; reportable problems, but with little identifiable effect on overall performance.
Low (L)	The Offeror's relevant past performance meets or slightly exceeds minimum acceptable standards; adequate results; reportable problems with identifiable, but not substantial, effects on overall performance.
Very Low (VL)	The Offeror's relevant past performance does not meet minimum acceptable standards in one or more areas; remedial action required in one or more areas; problems in one or more areas which, adversely affect overall performance.
N/R	Not Rated

Section VI provides for evaluation of the contractor's management of cost and award/incentive fee history.

RETURN THIS QUESTIONNAIRE TO
 BY TBD

NASA Goddard Space Flight Center
 Attn: Jason D. Lou , Code 210.6
 Greenbelt, MD 20771
 Phone: 301-286- FAX: 301-286-
 e-mail: @nasa.gov

PAST PERFORMANCE QUESTIONNAIRE

I. Contract Information

- A. Name of Company/Division Being Evaluated: _____
- B. Address: _____
- C. Contractor Cage Code and/or DUNS number _____
- D. Contract Number: _____
- E. Contract Type: _____
- F. Period of Performance (including options): From: _____ To: _____
- G. Total Contract Value: _____
- H. Award Information: Competitive: Yes ___ No ___
Basis of Selection: Technical ___ Cost/Price ___
Other (specify) _____

II. Description of Contract

Briefly describe the services provided under this contract:

During the contract performance being evaluated, this firm was the:

Prime Contractor ___ Significant Subcontractor ___ Team Member ___
Other (describe) _____

Does a corporate or business relationship exist between the firm being evaluated and your organization?

Yes ___ No ___ If yes, please describe: _____

III. Evaluator Information

Name: _____
Title: _____
Agency/Company: _____
Address: _____
Phone: _____ Date Questionnaire Completed: _____
Role in Program/Contract: _____
Length of Involvement in this Program/ Contract: _____

PAST PERFORMANCE QUESTIONNAIRE

IV. SOW Survey: Relevant Experience and Performance Ratings: Please check the appropriate blocks for both Relevance (Significant, Moderate, Minimal/Did Not Perform) and the Performance (VH, H, M, L, VL, N/R) for each SOW Element Listed below (see page 1 definitions and instructions).

SOW ELEMENT	SIGNIFICANT	MODERATE	MINIMAL/ DID NOT PERFORM	PERFORMANCE RATING (Please circle)					
Mission Ground System Development				VH	H	M	L	VL	N/R
Mission Ground System Integration and Testing				VH	H	M	L	VL	N/R
Mission System Engineering				VH	H	M	L	VL	N/R
Mission Flight Operations				VH	H	M	L	VL	N/R
Launch and Early Orbit Support				VH	H	M	L	VL	N/R
Flight Dynamics Support				VH	H	M	L	VL	N/R
Network Scheduling				VH	H	M	L	VL	N/R
Mission Data Collection and Distribution				VH	H	M	L	VL	N/R
Sustaining Engineering				VH	H	M	L	VL	N/R
System Administration and IT Security				VH	H	M	L	VL	N/R
Engineering Studies				VH	H	M	L	VL	N/R
Facility Engineering Services				VH	H	M	L	VL	N/R
				VH	H	M	L	VL	N/R
				VH	H	M	L	VL	N/R
				VH	H	M	L	VL	N/R
				VH	H	M	L	VL	N/R
				VH	H	M	L	VL	N/R

PAST PERFORMANCE QUESTIONNAIRE**V. General Performance Survey**

NO	PERFORMANCE QUESTIONS	PERFORMANCE RATING (Please Circle)					
		VH	H	M	L	VL	N/R
1.	Overall performance in planning and controlling the program						
2.	Quality of services and support provided						
3.	Compliance with technical requirements and performance standards						
4.	Content, accuracy, quality, and timeliness of technical reports and deliverables						
5.	Ability to design and/or deliver a product that meets or exceeds performance requirements within costs and schedule						
6.	Timely identification and mitigation of risks						
7.	Contractor's ability to identify and correct performance deficiencies in a timely manner						
8.	Compliance with technical process and control requirements (quality assurance, configuration management, etc.)						
9.	Ability to recruit and retain highly skilled personnel, including ability to fill key vacancies in a timely manner.						
10.	Ability to handle fluctuating workloads						
11.	Adherence to safety and health procedures						
12.	Overall Safety and Health injury/illness record						
13.	Demonstrated understanding and compliance with mission safety requirements						
14.	Communicating and interfacing with Government						
15.	Ability to effectively manage subcontractor performance						
16.	Ability to build effective working relationships with associate contractors, subcontractors and the Government in a team environment.						
17.	Timeliness, quality, and accuracy of schedule reporting						
18.	Adequacy of Contractor's system(s) for processing task orders and/or changes.						
19.	Overall responsiveness to Government requests						
20.	Ability to establish realistic cost estimates						
21.	Ability to establish realistic schedule estimates						
22.	If performance based, how successful was the Contractor in meeting the contract metrics?						
23.	Adherence to estimated costs and contract cost targets						
24.	Ability to anticipate, identify and control cost growth.						
25.	Ability to meet Small Business Subcontracting Plan Goals						
26.	Timeliness, quality, and accuracy of Small Business Subcontracting Plan reporting						
27.	Ability to meet Small Disadvantaged Business Participation targets						
28.	Timeliness, quality, and accuracy of financial reporting						
29.	Overall evaluation of cost performance						

PAST PERFORMANCE QUESTIONNAIRE

Section VI:

What is the Contract Value:

	Initial Value	Current Value
Estimated Cost:	\$ _____	\$ _____
Fee:	\$ _____	\$ _____
Total Value:	\$ _____	\$ _____

Briefly describe any change(s) from original contract value:

What are the total contract expenditures to date (cost/fees to date based on invoices, reports, etc)?

What is the **Annual** Contract Value to Date (The current contract expenditures to date divided by the number of years of performance to date)?

Was there a cost overrun? () Yes () No
If yes, please explain:

If this was an award fee contract, what are the individual and/or average ratings of performance by your organization? Please attach any available award fee letters or database entries

Please comment on particularly strong/weak points of Contractor's performance (technical, schedule, and/or cost).

Overall Contract Performance Rating (circle one)

Very High High Moderate Low Very Low

Would you select this Contractor Again? () Yes () No

Please add any other comments you may feel are pertinent.

Rater's Signature Date